

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4159

TITLE: SENIOR EMERGENCY WATCH OFFICER

GRADE: S-23

DEFINITION:

Under supervision leads a group of Emergency Watch Officers providing guidance and direction in the performance of duties supporting the County's 24/7 Emergency Watch Officer Program. Schedules and assigns work for Emergency Watch Officers and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Senior Emergency Watch Officer is distinguished from the Emergency Watch Officer in that the Senior Emergency Watch Officer is responsible for managing the Emergency Watch Officers activities, schedules, training and performance. The Senior Emergency Watch Officer is distinguished from the Security Analyst in that the Senior Emergency Watch Officer manages the day to day operations and staffing for the Emergency Operations Center, whereas the Security Analyst oversees the entire Emergency Watch program.

ILLUSTRATIVE DUTIES:

Supervises daily performance and oversees long-range emergency management skills development of Emergency Watch Officers

Makes work assignments, develops and adjusts shift schedules, approves employee leave requests.

Develops, coordinates or provides training for employees for all systems and operational processes supporting the Watch Officer program.

Develops and maintains standard operating procedures to ensure continuity between all four Emergency Watch Officers in managing message dissemination processes.

Assists Security Analysts in developing standard operating procedures and the notification matrix for the Watch Program.

Develops educational programs to strengthen countywide interdepartmental communication.

Provides weekly and monthly statistics to measure established performance objectives to OEM Security Analyst/Watch Program Project Manager.

Serves as an Emergency Watch Officer to accommodate staff shortages, and/or unusually heavy workloads.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of emergency management technologies supporting watch center operational activities, including emergency management applications and watch information management systems, emergency databases, computer –aided dispatch, digital communications, and telephone and radio equipment and systems;

Thorough knowledge of the geography of the County;

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Knowledge of the principles and practices of emergency preparedness;

Knowledge of County, state, and federal laws/regulations regarding emergency management services;

Knowledge of County police, fire, DPSC and EMS operations;

Knowledge of state, Metropolitan Washington and Northern Virginia regional government emergency management procedures and operations;

Ability to effectively train, monitor and develop others, and evaluate performance;

Ability to exercise sound leadership;

Ability to act quickly and decisively and maintain composure in an emergency;

Ability to work calmly and effectively under stress;

Ability to exercise tact and sound judgment;

Ability to communicate clearly and concisely, orally and in writing;

Ability to establish good working relationships with department/agency management, other organizations, County officials, public and private sector organizations, customers and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from accredited four-year college or university with a degree in public Safety, information systems or a related field; PLUS

Five years of experience in public safety, emergency communications, military and/or emergency management. One year of supervisory experience in an emergency management, public safety, emergency communications or military environment.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions within this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

ESTABLISHED: January 3, 2006